



April 20, 2021

CACFP Spotlight

Thomas County Central High School ensures the well-being of students through CACFP

Nutritious meals provide a source of energy and a foundation for a healthy future, especially in growing teenagers. To ensure after school students don't go home hungry, Thomas County Central High School (TCCHS) offers At-Risk Afterschool meals through the Child and Adult Care Food Program (CACFP). The school's CACFP sponsor is Thomas County Board of Education.

School Nutrition Director, **Dr. Lauren Duplantis** explains that the Thomas County superintendent was a proponent of adding the CACFP supper program. She says, "Dr. Lisa Williams saw there was a need for high-quality and nutritious meals for our students staying after school for athletic and enrichment activities." TCCHS has been offering the supper program since the 2017-2018 school year and it is operated by the manager and assistant manager at the high school.



TCCHS student athletes are able to pick up supper after attending study hall and afternoon practice.

In the course of one school year, TCCHS serves more than 10,000 supper meals to their students ensuring they receive the nutrients and calories needed to be healthy and to grow.

Dr. Duplantis says Technical Assistance Coordinator **Victoria Thomas Carden** is a wealth of information. "Establishing relationships with people from DECAL who want to see your program succeed just as much as you do means that help is always a phone call or email away."



Students staying after school receive a hot supper. Due to COVID safety precautions and available waivers, TCCHS manager pre-plates the meals and coaches can help pass them out in the evening.

Dr. Duplantis expressed parents (and students) are very pleased with the supper program and are appreciative of the additional effort to feed their kids.

Coaches and administrators are very thankful for the program as well. Knowing the staff can provide a little extra sustenance for their students at the end of the day means the world to them.

Ms. **Marie Ragan**, TCCHS manager, loves her kids, knows the foods they like, and creates menus that she knows they will enjoy. Dr Duplantis says, “During football season, for example, you will find [her] preparing a Thursday night dinner of Salisbury steak, mashed potatoes, a roll, and frozen fruit cup – a favorite meal among our students.”



TCCHS Manager, Ms. Marie Ragan (Ms. Marie) with Ms. Evelyn, who makes the best homemade rolls!

Dr. Duplantis suggests having a team of people well-versed in school nutrition that know the rules and regulations pertaining to meal planning, counting, and claiming, but most importantly, want to serve kids. “We are so fortunate to have people committed to the well-being of our Thomas County students who make sure that we are following protocol to offer a much-needed service to the kids in our community.”

For more information, visit Thomas County Schools’ [Nutrition page](#).

Information on Updated Waivers Coming Soon

FNS announced they have extended nationwide waivers to support access to nutritious meals while minimizing potential exposure to COVID-19. Watch your email for additional information.

How to File a CACFP Claim for Reimbursement

Follow these instructions to file a claim

Institutions must submit claims for reimbursement in the [GA ATLAS](#) web-based system to receive reimbursement for meals served during the claiming month. A complete and substantially accurate original claim must be submitted within 30 calendar days following the end of the claiming month. After an Institution has submitted an original claim for

reimbursement within 30 calendar days following the end of the claiming month, it will have up to two opportunities to revise the original claim within the 30/60-day timeframe. The revision(s) to the original claim must be submitted through the GA ATLAS web-based system within 60 calendar days following the end of the claiming month.

Click here to view [instructions](#) for Filing a CACFP Claim for Reimbursement.

New Process for Submitting Waiver Requests

New requests for waivers must be completed through an online Waiver Participation Form in the new **USDA Waivers Module** in GA ATLAS. Operators will still be required to complete the applicable Waiver Request Form located on DECAL's website under [COVID-19 Resources](#); however, these forms must now be uploaded to the USDA Waivers Module as part of the new process.

A Memo Monday recording on how to use this new feature can be found at the bottom of the [Training and Technical Assistance webpage](#) in the **Recorded Training Webinars/Videos folder**>**Memo Monday Webinars**>**Memo March 2021**. Register to view the recording.

The [GA ATLAS Waiver Guide](#) can be found under [COVID-19 Resources](#) in the *Nutrition Waivers – Waiver Request Forms* section.

NOTE: If you have already submitted and have been approved to utilize a waiver, you do not have to submit the request again.

For general questions about the waiver, please contact [Tammie Baldwin](#) or call 404-656-6332. You may also contact your assigned Technical Assistance Coordinator or the [Nutrition TA Mailbox](#).

Need To Update Your Banking Information?

Verification may take up to 30 days to process

Anytime changes are made to your banking account information, please notify DECAL by completing the Vendor Management Form . The State Accounting Office (SAO) Vendor Management Group has an extensive process for verifying the bank accounts of any individual or organization for which payments are made. This is to prevent fraudulent banking and payments. Therefore, any updates made to your existing banking information may take up to 30 days to process.

To mitigate delays, please follow these steps:

- Use the proper [Vendor Management Form](#) (note this forms changes periodically)
- Complete sections 1, 2, 3 and 4 of the VM Form.
- On section 2, date and sign with a real signature – SAO will now accept digital signatures. Digital signatures are created by using appropriate PDF software such as Adobe. **Typed signatures using a cursive style font remain unacceptable.**
- On Section 2, specify general bank account for use by all state agencies or specific purpose (Pre-K, Nutrition, etc.).
- Use the proper IRS W-9 Form
- Sign and date the IRS W-9 Form (signatures on a W-9 are only valid 12 months from the date of the signature per IRS guidelines). W9's must be submitted using the October 2018 version. The version date is both in the top left and bottom right of the form). **Digital signatures are NOT acceptable on the W9.**
 - W9's for businesses must be completed exactly as the IRS has the company name listed on their tax returns. Both DECAL and SAO verify Tax ID and Name

combinations using IRS software. DECAL will not honor requests to setup new vendors where the Tax ID and Name combination does not match IRS records. Vendors may be required to resubmit a W9 with accurate information or request a TIN verification letter from IRS and submit to DECAL.

- Submit the Vendor Management Form and updated W-9 to your assigned Application Specialist for processing.

Note: SAO eliminated the requirement for a voided check or bank letter. However, if banking information cannot be verified on the form, you may be asked to submit a voided check or a bank letter. This usually happens with smaller banks, out of state banks, or credit unions. Also, SAO may contact you directly to independently verify banking changes. If you do not cooperate with SAO representatives for this verification, your request to change your bank will not be honored and your payment may be delayed.

Current processing times:

1. New vendor set-ups - less than 3 days.
2. Address changes or adds – less than 3 days.
3. Banking adds or changes – 10 to 30 days.

If you have any questions, please contact your assigned Specialist:

Application Specialists or Business Operations Specialist	Institution Assignment	Email	Phone Number
Paula Lawrence	o (zero)-G,	Paula.Lawrence@decals.ga.gov	(404) 463-2111
Shericka Blount	H-P	Shericka.Blount@decals.ga.gov	(404)656-6411
Temika Moore	Q-Z	Temika.Moore@decals.ga.gov	(404) 463-1494

How to Exclude Cash-In-Lieu (CIL) When Calculating for CACFP Administrative Costs

Institutions are reminded that a memorandum was released on October 1, 2019, entitled [Excluding Cash-in-Lieu \(CIL\) When Calculating the Maximum Amount Available for CACFP Administrative Use](#).

Institutions may retain up to 15 percent of CACFP reimbursement received OR the actual net administrative costs incurred, whichever is less. However, per this policy memorandum, effective October 1, 2019, cash-in-lieu (CIL) payments must be excluded when calculating the amount institutions may retain for administrative costs.

As shown in Figure 1 below, the Total Administrative Expenses section of the ATLAS budget shows the total allowable administrative costs after excluding cash-in-lieu from your projected CACFP reimbursement. Note: this amount represents the maximum administrative costs that could possibly be charged to CACFP but the actual allowable amount is based on the actual reimbursement received (minus CIL).

Figure 1

	Total Revenue
Anticipated Annual CACFP Reimbursement (Projected Total Meals X Rate Annual Revenue)	830,858.36

Other Program Revenue

A1. Enter Other Program Revenue	2,593,575.98
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Total Administrative Expenses

Sponsoring organization and institution administrative costs are limited to 15% of meal reimbursement. The amount listed below is based on projected meal reimbursement. The actual allowable amount may differ.


Projected Allowable Administrative Costs	\$117,913.01	15.00%	
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Institutions are responsible for tracking administrative costs charged to CACFP and ensuring the maximum allowable amount for CACFP administrative use is not exceeded. Institutions can determine the total reimbursement amount excluding cash-in-lieu (CIL) by reviewing the monthly claim summary in ATLAS.

How to Calculate Allowable Administrative Costs Each Month

To calculate actual allowable administrative costs minus cash-in-lieu, review the claim month in ATLAS. Multiply the Meal Reimbursement, as shown in Figure 2 below, by 15% to ensure actual administrative costs do not exceed 15% of Meal Reimbursement for the claim month. Note: it is not acceptable to charge a blanket 15% of Meal Reimbursement if actual costs amounted to less than 15%.

Figure 2

Institution Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	81,879.19	4,619.14	86,498.33
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	 81,879.19	4,619.14	86,498.33

Please note, the approval of administrative costs in the Budget does not mean that the sponsor can use the full amount of approved administrative costs in the Budget. As stated above, the sponsor can only use the actual 15 percent of the reimbursement minus cash-in-lieu or the actual net allowable administrative cost regardless of the approved amount.

All sponsoring organizations must continue to ensure Program funds are utilized based on all factors affecting allowability, including budget approval. Sponsors of affiliated and unaffiliated centers must continue to ensure accurate meal reimbursement amounts are paid to centers under their sponsorship.

The meal reimbursement calculation will continue to be calculated using the effective reimbursement rates that include cash-in-lieu. To review the memo in its entirety, click [here](#).

For questions concerning cash-in-lieu, please contact the Budget Compliance Supervisor [Shonda Franklin](#) at (404) 651-7181.

Get Informed: Upcoming Training Opportunities

Upcoming Training and Technical Assistance

May 17, 2021 - Memo Monday!

Regulations are constantly changing and interpreting all the policies and memorandums can be a challenge. Therefore, Nutrition Services will discuss the following policy and waiver requirements during our May *Memo Monday*.

- **CACFP Policy 39 - Financial Recordkeeping in the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP)**
 - **COVID-19 Waiver(s) Implementation and Recordkeeping Requirements**
-

In Case You Missed It:

Memo Monday!

Memo Monday webinars provide an overview of new and/or revised policy memorandums for the Child and Adult Care Food Program (CACFP) and/or the Summer Food Service Program (SFSP).

If you missed a *Memo Monday*, please visit the [Training and Technical Assistance](#) webpage for previously recorded webinars.

Training Resources

CACFP Trainers' Circle: Training Program Operators to Use Grains Ounce Equivalents

The recorded webinar highlights training tools and strategies that can be used to train Child and Adult Care Food Program (CACFP) operators on using grains ounce equivalents. CACFP operators are required to use ounce equivalents for grains by **October 1, 2021**. The closed-captioned recording of this webinar is now available [here](#).

Register for the Georgia Farm to School and Early Care Education Virtual Summit

Tuesday, April 27 - Saturday, May 1

Registration is now open for the eighth annual Georgia Farm to School and Early Care and Education Summit to be held virtually from **Tuesday, April 27** through **Saturday, May 1**.

The Summit features dynamic education sessions highlighting gardening, cooking with kids, local procurement, curriculum integration, and more!

This event is hosted by [Georgia Organics](#) and the [Georgia Department of Early Care and Learning](#). For more information on the virtual summit, [click here](#).

Register [here](#).



National Gardening Month: *Dig In!* Gardening Guide

April is National Gardening Month, and the USDA has great resources on introducing children to vegetables through gardening in its Dig In! Nutrition Education curriculum.

If you're new to planting a garden, check out this [guide](#) that will help you in every step from knowing what type of garden you want to plant to every phase of cultivating and harvesting your delicious fresh produce.

Reimbursement for Meals and Snacks Served to Young Adults in the CACFP

On April 9, 2021, USDA released Policy Memo CACFP 08-2021 to implement section 1107 of the American Rescue Plan Act of 2021. Such Act allows State agencies to provide meals through the Child and Adult Care Food Program (CACFP) to young adults ages 18 through 24 experiencing homelessness. Reimbursement is authorized from the date of enactment on March 11, 2021, until the date the COVID-19 public health emergency is lifted. The guidance is posted on the DECAL website and is available [here](#).

P-EBT Guidance for Schools and Childcare

On January 29, 2021, the Food and Nutrition Service (FNS) published guidance concerning Pandemic EBT. Specifically, on January 22, in support of President Biden's call to action on hunger, USDA announced that it is increasing the Pandemic-EBT (P-EBT) benefit by approximately 15 percent, providing more money for low-income families and millions of children missing meals due to school and childcare closures.

In addition, the Consolidated Appropriations Act, 2021 (P.L. 116-260) amended section 1101 of the Families First Coronavirus Response Act (FFCRA, P.L. 116-127), providing significant new flexibilities designed to ease the administration of P-EBT for States and territories. The Act makes changes to P-EBT for school children as well as children in childcare. The guidance issued provides a high-level summary of P-EBT that reflects these flexibilities and other changes.

Subsequently, additional DECAL guidance on what Program operators need to know along

with the P-EBT eligibility criteria was posted on the DECAL website and is available [here](#).

Child Nutrition Program Emergency Funding – COVID-19

On January 26, 2021, the Food and Nutrition Service (FNS) published implementation guidance for the Child Nutrition Program (CNP) Emergency Operational Costs Programs, as authorized in Sec. 722 of the Consolidated Appropriations Act, 2021 (P.L. 116-260). Under this authority, FNS is offering additional funds to State agencies administering the National School Lunch Program (NSLP), School Breakfast Program (SBP), and the Child and Adult Care Food Program (CACFP) to provide eligible program operators with additional reimbursements for emergency operating costs they incurred during the public health emergency. This guidance along with the accompanying Q&A guidance is posted on the DECAL website and available [here](#).

Subsequently, additional DECAL guidance on what Program operators can expect was published by DECAL. This document is posted on the DECAL website and is available [here](#).

For questions concerning these updates, please contact the Nutrition Services' Policy Administrator, [Kate Alexander](#).

Update on Nationwide Waivers During COVID-19

In light of the exceptional circumstances of the current public health emergency, the Food and Nutrition Service (FNS) has extended Nationwide Waivers to support access to nutritious meals while minimizing potential exposure to the novel coronavirus.

For any waiver-related questions, please contact [Kate Alexander](#).

NATIONWIDE WAIVERS

[DECAL Participation of Nationwide Waivers due to COVID-19](#)

For full details on the CACFP waivers below, please click on the links to read the actual waiver memo or [click here](#) for more information on DECAL's website.

CACFP

[At-Risk Area Eligibility Requirements](#)

Under this waiver, schools and afterschool care centers, regardless of their location, are allowed to serve at-risk afterschool meals and snacks to students after the regular school day.

****Waiver in effect until June 30, 2021****

[Parent Pick-Up:](#)

Under this waiver, Program operators in a State with an approved waiver allowing non-congregate meal distribution during COVID-19 related operations may distribute meals to a parent or guardian to take home to their eligible children. ****Waiver extended to June 30, 2021****

[Meal Pattern Flexibilities:](#)

The requirement to serve meals that meet the meal pattern requirements is waived during the public health emergency. ****Waiver extended until June 30, 2021****

[Meal Times Waiver:](#)

The requirement that meals must follow meal service time requirements is waived during the public health emergency. ****Waiver extended until June 30, 2021****

Non-Congregate Feeding:

The requirement that meals be served in a congregate setting and must be consumed by participants on site is waived during the public health emergency. ****Waiver extended to June 30, 2021****

Onsite Monitoring Requirements

FNS waives, for all CACFP sponsoring organizations, that CACFP monitoring requirements included at 226.16(d)(4)(iii) be conducted onsite. To ensure Program integrity during this time, sponsoring organizations should, to the maximum extent practicable, continue monitoring activities of Program operations offsite (e.g., through a desk audit). ****Waiver in effect until September 30, 2021****

Procurement Updates

Procurement Document Updates:

Procurement Templates (Formal and Informal Documents)

All procurement documents have been updated as of February 2021. Please be sure to use the most recent version of all formal and informal agreements, Invitation for Bid and Request for Proposal templates as well as the Procurement Policy Template. Updated documents are located on the [DECAL Procurement Web Page](#).

Vendor Database

The vendor database has been updated to include current vendors, providing both Food Service Management Companies and Bulk Food Items. To access the current list of vendors, please visit the DECAL Procurement Web page or [click here](#).

Virtual Vendor Summit

If you were unable to attend our Virtual Vendor Summit, no worries! Please click the video below to watch the Virtual Vendor Summit replay. The summit is also available on the [DECAL Procurement Page](#) under the **Resources** section.

DECAL Nutrition Services

2021 Virtual Vendor Summit



**Georgia Dept
of Early Care
and Learning**

BRIGHT FROM THE START

Suspension and Debarment Certification Requirement

USDA/FNS requires verification that persons with whom child nutrition program providers intend to do business have not been excluded or disqualified when entering into a transaction covered by this section. The certification requirement applies equally for procurement transactions across all Child Nutrition and Food Distribution Programs.

This verification may be done by:

- Checking the System for Award Management (SAM) or the Excluded Parties List System (EPLS); or

- Collecting a certification from that person; or
- Adding a clause or condition to the covered transaction with that person.

If using the certification method to meet the verification requirements the [Suspension and Debarment Certification Form AD1048](#) must be used and cannot be deviated from in any way. This form is located on the [Procurement Web Page](#).

Local Sourcing Spotlight

Savor the sweetness of strawberries!



Strawberry season is finally here! Known as the world's most popular berry, springtime is peak season for strawberry farms in Georgia. According to [Georgia Grown](#), over 130 farms, mainly in South Georgia, make up an estimated 143 acres of farm land for growing strawberries. This sweet, healthy fruit is perfect for picking, adding to smoothies or snacking!

Located in McDonough, [Southern Belle](#)

[Farm](#) is one of many producers of locally grown strawberries. With 12 acres of strawberry fields, this is an ideal spot for U-pick strawberries or purchasing via their onsite market. Click the link above for picking and market hours.

Bonus: Georgia Chicken

Locally sourced products not only consist of purchasing fruits and vegetables, they also include buying protein such as a chicken, beef and pork. Of the 159 counties in Georgia, [two-thirds produce at least \\$1M in poultry](#). Georgia is a top provider of certified organic chicken in the United States as well as a top producer of eggs with hens laying 250-300 eggs per year.



If you are interested in purchasing locally grown eggs, try [Country Charm Eggs](#). Located in Northeast GA (Gillsville), this farm is a local producer, packer and distributor of eggs.

For questions regarding procurement, please contact [LaMonika Jones](#), Procurement Compliance Officer.

Nutrition Ed Nook

Seasonal strawberries for springtime delight!

Happy Spring! Do you know what springtime brings? Vibrant blooms, active pollinators, and freshly picked strawberries – April's Harvest of the Month ([English](#) and [Spanish](#)) spotlight! Strawberries are not only delicious, but they are also nutritious as they are an excellent source of vitamin C.

Did you know that vitamin C helps your body heal



cuts and wounds as well as fights infections and sickness? Educate the participants in your care on how fruits and vegetables benefit their growing and developing bodies while serving this fruit component in your meal program.

Integration:

- **Fruit Salsa**
- **Strawberry Pops**
- **Fun Fruit Breakfast Pizza**
- **Strawberry Yogurt Parfait**
- **Strawberry Smoothie Bowl**



Education:

- **Grow** strawberries. We recommend growing strawberries in an area that receives full sun and has well drained soil. Need assistance in growing practice? Contact your local UGA Extension Agent!
- **Taste** strawberries as a taste test. What adjectives can the participants in your care use to describe strawberries? Sweet, juicy, and smooth are what we think of!
- **Read** different strawberry-themed books. Examples include *The Little Mouse*, *The Red Ripe Strawberry*, and *the Big Hungry Bear* by Audrey and Don Wood and *The First Strawberries: A Cherokee Story* by Joseph Bruchac. Explore more strawberry-themed book recommendations [here!](#)

Conversation:

- How do you like to eat your strawberries?
- What color are strawberries? What other red fruits and veggies have you eaten?
- How many seeds do you think are on the outside of a strawberry? (Answer: There are an average of 200 seeds on every strawberry!)



Bonus Item: Chicken!

As April's Harvest of the Month Bonus Item, chicken is a nourishing lean-protein served as a meat component in your meal program. In Georgia, poultry and eggs are the



two largest agricultural commodities, making up nearly 40% of the state's production value.

Talk to your distributor or local poultry farmer to source local chicken for your meal program! Enjoy adding these delicious recipes to enhance the meal appeal of your program:

- **BBQ Chicken,**
- **Chicken Curry Casserole,**
- **Chicken Tacos,**
- **Chicken Tamale Pie,** and
- **Chicken Stir Fry.**

Share your springtime Harvest of the Month stories and menu integration of strawberries and chicken with Nutrition Health Educator, **Diana Myers, MS, RD, LD!**

Nutrition Division Employee Spotlight

Tammie Baldwin - Policy and Adverse Action Specialist

Meet **Tammie Baldwin**, Policy and Adverse Action Specialist for DECAL's Nutrition Services.

In her role, Tammie processes USDA waivers and manages Serious Deficiency (SD) communications for Summer Food Sponsors and CACFP Sponsors and Institutions. She has served in this capacity since 2019.

Tammie joined the DECAL team in 2010 as a Business Operations Specialist where she reviewed and determined eligibility for CACFP and SFSP meal sites.

Tammie earned an associate's degree in Office Administration and a bachelor's degree in Business Management from Clayton State University. She is from Abilene, Texas.



One thing that Tammie loves about working in DECAL's Nutrition Services is that there is always something new to learn. She says, "I am passionate about learning new things, and I consider myself very fortunate to work for Nutrition Services."

A fun fact about Tammie is that she loves to dance! She is a dance fitness instructor for Zumba Fitness.

Dates to Remember



DATES TO REMEMBER



APRIL 27 - MAY 1, 2021	Georgia Farm to School and Early Care Education Virtual Summit
MAY 17, 2021	Memo Monday!

Join Us for a NEW DECAL Download!

The Georgia Farm to School and Early Care and Education Summit

On the next ...

DECAL
Download 
New Episodes Every Wednesday!

This Week's Guests



Diana Myers
Nutrition Health Educator



Kimberly Della Donna
Farm to School Director at
Georgia Organics

The Georgia Farm to School and Early Care and Education Summit is going into its eighth year. It is an opportunity for Educators, school nutrition staff, early care providers, and agriculture professionals to learn and share best practices for encouraging kids, families, and communities to grow, eat, and learn about local food. The summit features dynamic education sessions highlighting gardening, cooking with kids, local procurement, and curriculum integration. This year's event will be held virtually April 27th through My 1st.

This Week's Topic:
**Georgia Farm to School and
Early Care and Education
Summit**



Joining us to talk about the Georgia Farm to School and Early Care and Education Summit is **Kimberly Della Donna**, the Farm to School Director at

Georgia Organics and **Diana Myers**, the Nutrition Health Educator here at DECAL.

As always stay tuned for a water cooler question and the DECAL Download Quiz for your chance to win a nice prize!

<https://decaldownload.buzzsprout.com/>



**Georgia Dept
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BRIGHT FROM THE START

Nutrition Division
Marketing & Outreach Team

Cindy Kicklighter

This institution is an equal opportunity provider.

Nondiscrimination Statement: English

Nondiscrimination Statement: Spanish

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